

REQUEST FOR PROPOSAL
TO PROVIDE BANKING SERVICES FOR THE NORTHWEST
INDIANA REGIONAL DEVELOPMENT AUTHORITY

Issued by



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Crown Point, IN 46307

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The RDA is seeking several well qualified financial institutions to provide banking services for the Northwest Indiana Regional Development Authority. The selected applicants will each be responsible for holding a portion of the Authority's financial assets. The selected applicants will further provide the RDA with a monthly summary of the activity in each account. The RDA wishes to maximize return on investment while maintaining adequate liquidity to fund major projects in the future. It is expected that the Authority will keep accounts in the selected applicants' financial institutions for a period of four years.

The deadline for proposals is **October 31, 2008 at 4:30 p.m.** with the selection of financial institutions following soon after.

BACKGROUND

The Northwest Indiana Regional Development Authority was established in 2005 by the Indiana General Assembly and is responsible for a variety of economic and regional development projects in Lake and Porter counties. Funding for the Authority comes from three sources: first, casino revenues in Hammond, Gary, East Chicago, and Lake County; and second, a county-wide economic development income tax in Porter County. Each of these entities contributes \$3.5 million annually to the Authority. Third is \$10 million contributed annually by the state of Indiana from proceeds generated through the lease of the Indiana Toll Road. In total, the RDA receives \$27.5 million annually and will do so for at least the next 7 years.

The guiding vision of the RDA, our goal, is to be a catalyst to transform the economy and quality of life in northwest Indiana. We are guided by a set of principles directing us to be bold in our thinking; collaborative as we work with many groups and organizations without regard to political affiliation, race, or social status; transparent to the public and the press as we do our work; non-partisan as we reach out to all affected parties; efficient in our use of the public's resources; and accountable for our actions, now and in the future.

This vision and these principles are very important to the RDA and will be considered heavily in the awarding of the contract.

FORMAT AND SUBMISSION OF QUALIFICATIONS

The qualifications must include the following information:

1. The name and address of the submitting organization and the state in which it is incorporated or chiefly located; a designated contact within the organization and a telephone, fax number, and e-mail address. Please include the primary account administrator/financial manager that will be responsible for overseeing the RDA's holdings.
2. A work proposal, including rates and a list of banking services as stipulated by the following:

- a. Provide specifications for automated service hardware and software capability proposed (i.e.: wire transfers, ACH debit/credit, daily balance reporting, etc.).
 - b. Describe the credit/debit card services provided. Include in the discussion the process for issuing and the use of corporate cards.
 - c. Provide a funds availability schedule. Describe one day, two day (?) availability and wire requirements.
 - d. A detailed schedule of costs by specified task as identified in attachment "B" the bid sheet. Volumes indicated on the bid sheet are estimates and actual quantities may vary. Costs not included on the bid sheet, but which, the financial institution proposes to charge must be individually itemized, and thoroughly explained. Bid sheets must be executed by an official of the financial institution in a position to commit the institution to provide the services in accordance with these terms and conditions.
 - e. Describe the effective rate, method used and formula proposed to calculate the service charge credit for collected fund balances. Describe the interval/time frame proposed to pay any additional fees not offset by service charge credit (i.e. monthly , quarterly, semi-annually, annually) and to what extent the service charge credit/debit from one period can be carried forward to the next period.
 - f. Identify the proposed compensation method (i.e.: compensating balances, straight fees, other method, or combination thereof). Describe the mechanism and fee for handling possible overdraft situations and identify a line of credit/overdraft interest charge formula where applicable. Describe what constitutes a daylight and overnight overdraft situation.
 - g. Discuss any special conditions, other fees, other services, or deviations from the bid specifications.
3. Describe the availability, date range available and data download/file transfer format of the following internet services. Identify any costs related to such internet services on attachment "B". The RDA will consider the internet services availability in its selection of banking services but may choose to use none or any number of available services.
 - a. Account administration.
 - Ability to view and download transaction detail of all RDA accounts
 - Ability to view and print cancelled checks, deposit slips and/or other debit/credit documents scanned

- Ability to view and print debit/credit activities in merchant services and credit card transactions
 - Ability to transfer/upload files for positive pay
 - Ability to transfer/upload files for payroll direct deposits
 - Ability to receive account reconciliation's and analysis data online
 - Ability to retrieve and download current and prior period monthly statements on-line
- b. Initiate on-line banking transactions
- Fund transfers – ACH, wires
 - Stop payments
 - Payments to credit card accounts from checking account
 - Transfers between funds
 - Transfer funds to accounts at other banks
- c. E-commerce capabilities
- Fund transfers
 - Stop payments
 - Payments to credit card accounts from checking accounts
 - Transfers between funds
 - Transfer funds to accounts at other banks
4. The Financial Institution(s) must operate an office(s) within the limits of Lake and Porter Counties in northwest Indiana.
5. Describe your institution's community participation/reinvestment program.
6. Provide information on how your institution, in partnership with quasi-government entities, not for profit community development corporations, local government and businesses, work to facilitate economic development. Comment on your institution's support of local workforce development programs to help job seekers overcome barriers to employment, MBE/WBE vendor purchase programs, and special small business lending programs.

7. Provide the following reports and information about your institution:
 - a. Community Reinvestment Act rating
 - b. On-line reporting sample reports
 - c. Analysis and bank statement
 - d. Safekeeping statement and receipts
 - e. Most recent annual report
 - f. SEC and/or Moody's credit rating or comparable rating
8. Identification and resumes of the account administrator and the key technical personnel who will be administering the accounts, as well as their areas of responsibility.
9. Provide your institution's contact name and phone number for each of the following areas: general banking services, investment and bond services, safekeeping services, wire transfer services, AHC Direct Deposit, and local office/branch contact. It is the RDA's preference though not mandatory to have one bank contact person who will interact with other representatives at the institution to resolve any questions or concerns.
10. Provide references for similar projects completed by your institution, including the name, address, and telephone number of the client/contact person and a description of the services.
11. A copy of the ethic code to which the submitting institution subscribes.
12. Ten hard copies of the qualification packet are required. Additionally, please send an electronic copy of the qualification packet as a .pdf file to sshabaz@rda.in.gov. Packets received after the deadline will be rejected. No other distribution is to be made.

SELECTION CRITERIA

<u>Criterion</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	10%
2. Ability and history of successfully completing contracts of this type and meeting criteria established and experience in similar work; and capability to provide internet based services.	25%
3. Quantity, quality and flexibility of community development programs and partnership capability.	35%
4. Pricing schedule.	30%

Each proposal will be independently evaluated on the above weighted merits.

REVIEW AND EVALUATION

The Working Group will review and evaluate the qualifications based on, but not necessarily limited to, the completeness and clarity of the packet submitted, past experience in similar holdings by institutions and their staff members assigned to this account, qualifications and availability of key personnel to participate in account administration, and the fees involved in this submittal.

All responses to or questions regarding this request should be submitted in writing to:

Tim Sanders, Executive Director
Northwest Indiana Regional Development Authority
9800 Connecticut Drive
Crown Point, Indiana 46307

and be clearly marked "**RDA Banking Services**".

Additionally, please send an electronic copy of the qualification packet as a .pdf file to sshabaz@rda.in.gov.

TERMS AND CONDITIONS

- A. The RDA reserves the right to reject all proposals, and to waive minor irregularities in any proposal.
- B. The RDA reserves the right to request clarification of information submitted, and to request additional information from any financial institution.
- C. The RDA reserves the right to award any contract to the next most qualified financial institution, if the firm does not execute a contract by the proposed implementation date agreed to by both the RDA and the successful financial institution.
- D. Any proposal may be withdrawn up until the date and time set above for opening (10/31/2008) of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer to sell to the RDA the services described in the attached specifications, or until one or more of the proposals have been approved by the RDA, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the RDA shall be in a form supplied or approved by the RDA, and shall reflect the specification in this RFP. A copy of the contract will be available for review. The RDA reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the RDA.
- F. The RDA shall not be responsible for any costs incurred by the financial institution in preparing, submitting, or presenting its response to the RFP.

SCOPE OF SERVICES

As described in attachment “A” of this document

OTHER INFORMATION

For additional information or explanation of the contents or intent of these specifications, please email your questions to Sherri Shabaz, Executive Assistant, RDA, at sshabaz@rda.in.gov.

Attachment “A” Scope of Services

GENERAL INFORMATION

The Regional Development Authority is soliciting proposals for a primary banking relationship with a financial institution or firm which operates an office(s) within Lake and Porter counties in Northwest Indiana. The RDA will be contracting for the following general services commencing FILL DATE and ending FILL DATE. The RDA may cancel this agreement with a 90 day notice. At the RDA’s option, an extension may be permitted with the same terms and conditions of the original contract and as it is amended.

Demand deposit checking accounts	Credit/debit card acceptance
Overdraft protection	Corporate credit cards
Investment, Bond and Trust services	Electronic funds transfer (ACH, wire)
Banking supplies	Payroll direct deposit
Miscellaneous other services	

The Regional Development Authority uses a check system. The RDA desires that proposed banking services will be compensated by the credit earned on average collected balances, but is also willing to consider other options.

The RDA is interested in internet services including but not limited to, account reconciliation, check image retrieval, account analysis, on-line transactions, and e-commerce. The RDA will consider internet services available in the selection process but may elect to use none or any number of such services available.

SERVICES REQUIRED

Checking Accounts: The RDA will utilize three accounts: 1) an operating checking account, which includes accounts payable and payroll check processing; 2) a general purpose checking account and 3) an investment account. It is expected that the two checking accounts will be interest bearing. The institution will furnish the RDA with additional checking accounts as needed. Basic checking account services should at least consist of:

- Provide month-end statements by the 10th day of the following month and provide statements to various auditors upon request;
- Electronic check image retrieval including necessary software;
- Provide individual and consolidated monthly account analysis for all accounts by the 10th day of the following month;
- Provide an automated wire transfer system for transferring money to other institutions, along with appropriate security levels for wire transfer initiations and approvals;

- Provide computer balance reporting system, with information on collected, available, and closing balances, as well as details of all debts and credits posted to the account for the previous day, by 10 a.m. the next business day;
- Provide a reporting system that shows current day ACH credits, by 10 a.m. each business day. Provide support in answering questions, trouble shooting problems and resolving issues in a prompt manner;
- Provide support in answering questions, trouble shooting problems and resolving issues in a prompt manner;
- Provide means to inquire about canceled checks and stop payment on checks upon proper authorization.

Overdraft protection: Although the RDA will attempt to minimize daylight and overnight overdraft situations, it recognizes that there are times these situations will occur. It is anticipated these overdraft situations will not exceed the total balances in all accounts with the financial institution when they do occur.

Investment, Bond, and Trust Services: The institution will be required to provide safekeeping facilities and services for the RDA's investment securities. Required safekeeping services include (but are not limited to):

- receive/deliver securities on a delivery versus payment method;
- protect the RDA's assets;
- collect coupon bond request;
- provide delivery confirmation on new security purchases;
- provide a monthly statement of holdings;
- register or transfer securities;
- verify holdings as of specific dates for audit purposes
- credit the RDA's account for interest and principal payments on the day received
- provide maturity and interest payment notices at least 5 days prior to payment date

The RDA may invest in bankers Acceptances, U.S. Treasury and Agency securities that require safekeeping services. The RDA may invest in other securities deemed appropriated by its investment policy. The successful bidder will be required to comply with all state and federal regulations regarding safekeeping of securities.

Banking Supplies: The financial institution will be expected to routinely provide supplies necessary to facilitate transacting bank business (see Addendum "B" for the number of endorsement stamps needed). Where costs may occur they will be charged to the RDA's operating account.

Direct Deposit for Payroll: In the future, the RDA may or may not require the need of these services.

Credit/ Debit Card Services: The RDA may require these services in the future.

Corporate Credit Cards: The RDA may require credit cards for travel and other purposes, the institution should itemize the cost for issuing credit cards to the RDA, and associated annual fees and rates.

Date Equipment Compatibility: The RDA anticipates requiring automated wire transfer, ACH debit and credit, credit card, balance reporting and any other automated systems be included in this proposal. Any costs associated with automated data and equipment should be identified in “Attachment B”.

Miscellaneous Services: In addition to the requirements listed above, the proposal shall identify proposed fees for the following services:

- Safe deposit box facilities;
- Other services provided by your institution that would be beneficial to the Regional Development Authority but has not been addressed specifically. Please itemize on Attachment “B”.

Services Not Provided: In the event that the primary proposing institution does not provide all requested services included in this RFP, the institution will submit as part of its proposal additional partners/providers whom do provide these services. It is the sole responsibility of the primary bidder to secure and maintain the relationship with any additional providers. The primary bank, at the time of bid submittal will identify all secondary providers.

Attachment "B" Bid Sheet

Item	Unit Price	Strictly Hypothetical Monthly Volume	Monthly Cost	Explanation
General Services				
Account Maintenance				
Eelectronic Credit Items				
Paper Credit Items				
Electronic Debit Items				
Unencoded Deposited Items On-US				
Deposited Checks LOC/Clnghse				
Paper Debit Items				
Deposited Check-Local Fed				
Deposited Checks - Transit				
Deposited Items Returned				
FDIC Deposit Insurance				
Stop Payments - Manual				
Account Reconciliation Program Manual Input				
Positive Pay Maintinence				
Positive Pay only item				
Positive Pay fax rem. monthly maint.				
Wire transfer in				
Wire transfer out				
Software monthly maintenance				
Monthly maint. terminal wire modual				
Per item reported - on line balance reporting				
Image services per item charge				
Image services monthly charge				
Fed received ACH Credit				
Fed received ACH Debit				
ACH originated on US item				
ACH payroll processing - 1 day settlement				
ACH originated Fed Item				
Ach Filter monthly maintenance				
Internet Services				
View balances				
Transfer funds between accounts				
View history				
Reconcile				
View postings				
Other Services (please specify and add below)				